

**MINUTES**  
**Workforce Connection**  
**Of Central New Mexico**  
**Executive Board Meeting**  
**Thursday, September 2, 2004**  
**7:45 am**  
**MRCOG, 317 Commercial NE, Third Floor Board Room**



**Call to Order-** 7:54 a.m. - Bob Davey

**Present**

Bob Davey  
Judy Le Jeune  
Rita Logan  
Mary Lee Martin  
Virginia Murphy  
John Sapien  
Mike Swisher  
Hank Vigil

**Quorum was Established**

**Excused**

Charles Aguilar

**Absent**

Martin Candelaria  
Nancy Renner  
Bill Williams

**Approval of Thursday, September 2, 2004 Agenda**

**Motion:** Mike Swisher

**Second:** John Sapien

**No Discussion**

**Action:** Passed by voice vote

**Tab 1: Approval of Minutes, Executive Committee- August 5, 2004**

**Motion:** Rita Logan

**Second:** Hank Vigil

**No Discussion**

**Action:** Passed by voice vote

## FINAL ACTION ITEMS

**Four Final Action Items were discussed and voted on- All were passed by voice vote**

**Passed**

- Approval of WFCP-15-04, PY04 WCCNM Budget
- Approval of WFCP-14-04, WCCNM Treasurers Policy
- Approval of WFCP-16-04, WCCNM Contract with Augusta Meyers and Allocating \$17,000.00
- Approval of WFCP-17-04, WCCNM Endorsement of TANF Resolution

**Tab 2: Approval of WFCP-15-04, PY04 WCCNM Budget- Introduction and Background by Mike Swisher and Lawrence Rael**

- On June 7, 2004 the WCCNM Full Board approved the initial PY04 Budget comprised of the PY04 allocation issued by the Governor's Office of Workforce Training and Development (OWTD).
- This budget was approved with the understanding that during the first quarter of the current program year the PY03 carryin amount would be available and incorporated into the PY04 budget.
- MRCOG Staff have closed PY03 with an available carryin balance of \$1,523,640, to be used in conjunction with PY04 allocation.
- On June 24, 2004 OWTD also awarded \$225,000 of 10% set-aside funds to the Central Region to provide allowable activities, this was also shown in the PY04 budget presented.

**Discussion and Questions Followed**

**Motion: Hank Vigil**

**Second: Rita Logan**

**No Discussion**

**Action: Passed by voice vote**

**Tab 3: Approval of WFCP-14-04, WCCNM Treasurers Policy- Introduction and Background by Mike Swisher, Lawrence Rael and Bob Desiderio**

- On an annual basis the AE/FA prepares a budget recommendation to the Board based on the allotments received from the State.
- During the year, many budget adjustments, large and small, are made based on the rate of expenditures by the providers.
- Approval of this policy allows the AE/FA to administer the program on an on-going basis and respond to changes in the employer and or client base without having the Board vote each time
- All internal budget adjustments must be approved by the WCCNM Treasurer and will be reflected on the next regularly scheduled monthly expenditure report presented to the Executive Committee and the Full Board.

**Discussion and Questions Followed**

**Motion: John Sapien**

**Second: Judy Le Jeune**

**No Discussion**

**Action: Passed by voice vote**

**Tab 4: Approval of WFCP-16-04, WCCNM Contract with Augusta Meyers and Allocating \$17,000.00- Introduction and Background by Lawrence Rael**

- This contract would continue the WCCNM's push for outreach. Ms. Meyers will be tasked to organize editorial board meetings, redesign and reprint brochures for customers and employers, place media articles, and coordinate radio and television spots.
- This agreement will ensure that communication and marketing for customers and employers are met, and the contract builds upon work of the prior years.
- The term of this agreement shall begin on September 1, 2004 and end on June 30, 2005, not to exceed \$17,000.

**Discussion and Questions Followed**

**Motion: Mike Swisher**

**Second: Judy Le Jeune**

**Questions Followed**

**Action: Passed by voice vote**

**Tab 5: Approval of WFCP-17-04, WCCNM Endorsement of TANF Resolution- Introduction and Background by Adrienne Smith**

- There is interest statewide in moving the administration of Temporary Assistance for Needy Families (TANF) to local Boards which will then manage and select the service providers.
- This resolution supports action to proceed with discussions, research and planning regarding the direction of the TANF program.

**Discussion and Questions Followed**

- *The Committee decided to delete part of a sentence in the fifth paragraph which read, "...if in the best interest of our mutual customers"*

**Motion to Approve with Change: Mike Swisher**

**Second: Rita Logan**

**No discussion**

**Action: Passed by voice vote**

**DISCUSSION ITEMS**

**Tab 6: Monthly Expenditure Report- Explained by Mike Swisher**

- Mr. Swisher explained the monthly expenditure report of the month ending August 31, 2004
- The Committee decided they would like the Monthly Expenditure Report to be presented at the beginning of each meeting, before the Action Items.

**Questions Followed**

**Tab 7: Conflict of Interest Questionnaire-** Explained by Bob Desiderio

- Mr. Desiderio explained that each Board and Youth Council member has been mailed a Conflict of Interest Questionnaire asking if they have any conflict with the Board, its providers or transactions.
- This questionnaire will ensure our compliance with the Conflict of Interest Policy, which will be reviewed by Bob Desiderio and Adrienne Smith.
- ***Bob Davey then named the Executive Committee as the Conflict of Interest Committee.***

**Questions Followed**

## REPORTS

**Administrative Reports-** by Adrienne Smith, Lawrence Rael and Bob Davey

- New signage for each One-Stop should start production within 10-14 days
- A “draft” Financial Policy Manual has been compiled by Irene Garcia and will be reviewed by Staff and Board members for finalization.
- One-Stop and outreach vehicle information, lease term and insurance is being reviewed by staff.
- Bob Davey read a memo from Len Malry, OWTD, recognizing the Central Areas data clean-up efforts.
- Lawrence Rael thanked staff for their hard work and dedication to the WCCNM program.

**Discussion and Questions Followed**

**Committee Reports**

- **Youth Council-** by Mary Lee Martin
  - The next Youth Council Meeting is scheduled for September 9<sup>th</sup>.
  - A letter has been sent to all members regarding their involvement in the Youth Council.
  - The Youth Council needs members that want to serve.
- **Performance and Monitoring-** by Virginia Murphy
  - The Committee has been meeting on a monthly basis to review performance measures and benchmark report plans from YDI and DOL
- **Training and Service Provider-** by Judy Le Jeune
  - The Committee has been meeting on a monthly basis to review and help clean up the eligible training provider list.
  - Ramona Chavez has been providing the Committee with updates regarding this task
- **Business Outreach Committee-** by John Sapien for Martin Candelaria
  - The Committee met on August 5<sup>th</sup> and plans to meet on a monthly basis.
  - A letter has been sent to all members urging their active involvement with the Business Outreach Committee.

**PUBLIC COMMENT**

**Public Comments-** none

**ADJOURNMENT**

**Adjournment-** 9:18 a.m.

**Next Meeting-**

**Date:** Thursday, October 7, 2004

**Time:** 7:45 am

**Location:** Mid-Region Council of Governments

**A more detailed account of the meeting and discussions are available for review at the MRCOG offices at: 317 Commercial NE, Suite 104 Albuquerque, NM 87102**

**Approved at the October 7, 2004 Executive Committee Meeting**

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Bob Davey, WCCNM Chair

ATTEST:

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Secretary